

Annual GST return

Document ID

ABN

When completing this form:

- print clearly using a black pen
- show whole dollars only (do not show cents)
- if reporting a zero amount, print '0' (do not use NIL)
- leave boxes blank if not applicable (do not use N/A, NIL)
- do not use symbols such as +, -, /, \$.

Contact person who completed the form

Contact phone number

Why have you received this annual GST return?

You have chosen to pay GST **annually**. Please complete this form to calculate and pay any amount you owe the Tax Office, or to calculate any amount the Tax Office owes you.

When is this form due?

You **must** return this form (even if nil activity) and make any payment by

How to complete this form

- Complete the boxes (G1, G2, G3, G10 & G11) that apply to your business for the period shown above, using information from your accounts or by using the GST calculation sheet.
- Indicate whether the G1 amount includes GST by placing ☒ in the applicable box.

GST accounting method

Total sales G1 \$

Does the amount shown at G1 include GST? ☒ Yes ☐ No

Export sales G2 \$.00

Other GST-free sales	G3	\$.00
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Capital purchases	G10	\$.00
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[illegible]

➤ Report GST and any wine equalisation tax and luxury car tax amounts for the period in the Summary section over the page

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Methods of payment



BPAY: contact your financial institution to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the front of the payment slip) as the customer reference number.

Direct credit: you can electronically transfer funds to the Tax Office's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone **1800 815 886** for assistance if required.

Direct debit: have your payment deducted from your financial institution account (**not** credit cards). Phone **1800 802 308** for a direct debit request form and/or details.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do **not** send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made by credit card, or in person at any Tax Office branch or shopfront.**

How to complete this section

- Calculate your GST on sales (1A) and GST on purchases (1B) for the period shown on the front of this form using information from your accounts or by using the GST calculation sheet. Complete 1A & 1B
- If you have a wine equalisation tax obligation, complete 1C & 1D (if appropriate)
- If you have a luxury car tax obligation, complete 1E & 1F (if appropriate)
- If you have a fuel tax credit entitlement, complete 7C & 7D (if appropriate)
- Calculate and complete 8A & 8B
- Complete the 'Payment or refund' section

Summary

Amounts you owe the Tax Office

GST on sales

1A

\$

.00

Wine equalisation tax

1C

\$

.00

Luxury car tax

1E

\$

.00

Fuel tax credit over claim
(Do not claim in litres)

7C

\$

.00

1A + 1C + 1E + 7C

8A

\$

.00

Amounts the Tax Office owes you

GST on purchases

1B

\$

.00

Wine equalisation tax refundable

1D

\$

.00

Luxury car tax refundable

1F

\$

.00

Fuel tax credit
(Do not claim in litres)

7D

\$

.00

1B + 1D + 1F + 7D

8B

\$

.00

Payment or refund?

Is 8A more than 8B?

☐

Yes,

then write the result of 8A minus 8B at 9. **This amount is payable to the Tax Office.**

☐

No,

then write the result of 8B minus 8A at 9. **This amount is refundable to you** (or offset against any other tax debt you have).

Your payment or refund amount

9

\$

.00

! If we do not have your current financial institution account details your refund **may be delayed**.

Declaration: I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. The tax invoice requirements have been met.

Signature

Date

/ /

Return this completed form to

HRS

MINS

Estimate the time taken to complete this form. Include the time taken to collate any information.

Activity statement instructions are available from www.ato.gov.au or can be ordered by phoning **13 28 66**. The Tax Office is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies. More information about privacy and access to your tax information is available from www.ato.gov.au



Australian Government
Australian Taxation Office